



STATE OF MARYLAND  
OFFICE OF THE ATTORNEY GENERAL

Small Procurement – Q&A 1

Workplace Management and Hybrid Workplace Solution

October 23, 2023

To: Responding Consultants/Vendors

Re: Request for Proposals (RFP) for Workplace Management and Hybrid Workplace Solution

*As we receive questions from any of the recipients of the RFP reference above, we will be providing responses in a Questions/Answers format. The responses will be sent to all vendors who have expressed an interest in this RFP.*

The following is the response to the first round of questions:

**Question 1.** There are requirements addressing room/desk booking. Listed below are the requirements that we are addressing in the question:

- The ability for users to book spaces for meetings or designated spaces for office hoteling.
- The ability to assign spaces to specific personnel or as swing space for hoteling or short-term accommodations.

Can you provide the number of rooms and hoteling spaces that will be used?

**Answer 1.** As a very rough estimate, we expect approximately 450 personnel to use the system with the ability to hotel 300 spaces. I do want to emphasize this is a very rough estimate.

**Question 2.** Can you provide the approximate square footage for your office(s)?

**Answer 2.** The Approximate sq footage is 115,402 sf?

Thanks